



# Changes in the Local Government Schedule

---

## CATEGORY

## SERIES TITLE

### Common Categories:

#### PAYROLL

Wage and Rate Tables—new schedule

Family Medical Leave Act (FMLA) Compliance Records—new schedule

HIPAA/HITECH Records—new schedule

Work/Time Schedules—revision; title change; new legal citations added; duplicated in Personnel schedule

#### PERSONNEL

SAVE Affidavits—new schedule

Drug Testing Records—Collection—new schedule

Training Records—Breath-Alcohol Testing—new schedule

Drug Testing Records—Equipment Calibration—new schedule

Hazardous Materials Exposure Records—new schedule

Continuation of Benefits (COBRA) Records— revision; description change, retention change

### Specific Categories:

#### COURTS

Separate publication covers Superior, State, Probate, Magistrate, and DA's

#### EDUCATION

Certificate of Noncompliance-Loss of Drivers License—new schedule

#### PUBLIC SAFETY

Jail Booking Records—new schedule

Holding Cell Videos—new schedule

Incident Reports (removed from GCIC) - new schedule



THE GEORGIA ARCHIVES

January 2011